



OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/25/80	1. Agency Address Georgia Ports Authority Operations Administrative Office Post Office Box 2406 Savannah, Georgia 31402	Application Number <b>80-404</b>	Date Received <b>DEC 15 1980</b>
Application Number 81		Date Completed <b>DEC 29 1980</b>	
2. Person to Contact J. B. Rollison		Working Title Director	Telephone Number 964-1721, # 218
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978	5. Records Series Title (followed by title used in office; if different) Operations Administrative Office Activity Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Activities performed by the Operations Division.  Included are: File Series # 600 - Division of the Authority (correspondence and data pertaining to operational functions and involving other divisions); # 700 - Operations - Miscellaneous Correspondence, Studies, Approved Expenses, Procedures & Directives, Information on Operations Division Personnel; # 1100 - Rail & Truck Transportation - Association of American Railroad File, Miscellaneous Demurrage Information, Freight Rates, Intransit Privileges, Switching Charges; # 2100 - Material, Equipment & Maintenance - Miscellaneous Correspondence, information on material, equipment & maintenance at Bulk Facility, cranes inventory, berth design, marine sling system, portable steel hoppers, street sweepers, vessel watering points - potable water, communication systems, dunnage & dunnage on hand for GCT & OT, equipment inventory, forklifts & material handling equipment, incinerator; (see attached)  File is arranged: By File Number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>weekly</u> ; Thirteen to twenty-four months old <u>monthly</u> ; twenty-five months and older <u>monthly</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>71</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Part of this series is duplicated in other offices & agencies, i.e.,
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 3 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area, hold 3 \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

h. tariff.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	12/1/80	Carol Maskey	9/25/80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	12-23-80
State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee	
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	Dec. 22, 1980
			1/24/81

Application for Records Retention Schedule

Record Series Title: Operations Administrative Office Activity Files

Application Number: 81

Application Date: August 25, 1980

Included Are: # 2300, Commodities & Solicitations - computer tonnage & reports duplications, commodities handled; # 3500, Tariffs - GPA tariffs, tariffs from other ports, revisions, wharfage descrimination by conferences, wharfage/stevedoring assessments.

The following files, even though contained in the series' listed above, are not transferred out of the Administrative Office due to the limited space they occupy and their importance to this office:

1102	Demurrage Changes
1104	Export Car Unloadings
1108	Railroad Switching & Handling Agreement
1110	Weighing Agreements & Rail Cars
2104	Container Cranes, Capacities/Certifications
2108	Fumigation Plant
2109	Gantry Cranes - Capacities/Certifications
2110	Hoffman Silent Hoist Top-Handler/Stacker
2114	Pallets & Pallet Specifications
2117	Truck/Car Scales
3506	Rulings, Legal Opinions